



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

William P. Wood, California Corporations Commissioner

Sunne Wright McPeak, Agency Secretary

Release Date: August 2, 2004

CLASSIFICATION: Accountant I (Specialist)
1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE: Until Filled

SALARY: \$2682 - \$3259

POSITION LOCATION: OMB, Accounting Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES

Under the direction and supervision of the Accounting Officer (Supervisor), this position is responsible for performing the following duties: reviews, audits and schedules all of the department's travel expense claims and prepaid expense requests in accordance with employee MOU, DPA, SAM, Government Code and Board of Control rules and regulations. This includes verbal and written contact with control agencies and departmental staff at all levels. Liquidates travel advances when travel expense claims are received and prepares claim schedules for replenishment of the office revolving fund. Researches outstanding travel advances and initiates the appropriate action to clear and reimburse the department's revolving fund account. Reconciles rental car and airline receipts for payment through the SCO. Prepares Non-USPS and maintains the Authorization to Use Private Vehicles In State Services file. Accrues travel claims to assist in the preparation of year-end financial statements. Reviews CALSTARS error listing for input of errors and researches original input documents to correct errors.

DESIRABLE QUALIFICATIONS

- ◆ Ability to adjust to shifting priorities and meet deadlines.
- ◆ Ability to work independently with general supervision.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Dependable with good attendance record.
- ◆ Willingness to work overtime.
- ◆ Good communication skills.
- ◆ Familiarity with PC (Excel, Word, CalStars)

WHO MAY APPLY—EMPLOYEES CURRENTLY AT THE ACCOUNTANT I LEVEL, THOSE WITHIN TRANSFER RANGE OR WHO HAVE LIST ELIGIBILITY WHO ARE REACHABLE (IN TOP THREE RANKS), AND STATE EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Scott Hart at (916) 324-6624 or CALNET 8-454-6624. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#04-OMB0003** under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#04-OMB0003)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA#04-OMB0003 ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

